Chapter 1: Evacuation

A. Evacuation Procedures

1. Initiation of an Evacuation

Building evacuation may be initiated by a fire alarm or by an order issued through an authorized chain of command. A FIRE ALARM AUTOMATICALLY INITIATES AN EVACUATION. Evacuation procedures should specify who is authorized to initiate an evacuation and, in cases other than fire, who is responsible to see that each area of the building is cleared.

2. Procedures for Staff Responsible for Clearing Building

a. Make sure that all persons in your area are notified of the evacuation order. Search restrooms, lounges and other areas where people might be found.

b. Report refusals to leave the building to Police or Fire officials immediately. Make no attempt to coerce uncooperative individuals.

c. Establish a meeting point for staff.

d. Outside the building, conduct a head count to determine whether all known occupants of the building have evacuated.

3. General Evacuation Procedures

a. Staff should assist the public to leave the building as quickly as possible by the nearest exit.

b. Provide special assistance to handicapped persons as necessary.

c. Do not attempt to use the elevators.

d. After evacuating, maintain a distance of at least 100 feet from the building. Set a meeting point for head count of staff.

e. Do not re-enter the building until authorized to do so.